

Thursday, June 23, 2016

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING JUNE 23, 2016 BANTAM FALLS

Called to order at 1:00 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Barbara Spring, Tom McClintock, Robert Miller, Ruth Torizzo (tenant representative) and Executive Director Jim Simoncelli Jr.

1. Small Cities Grant:

a. Discussion of Bid Opening (roofing project)

- i. Jim Simoncelli Jr. distributed a bid spreadsheet which listed all contractors that submitted a bid for the roofing project. There were six contractors that submitted a bid. The apparent low bidder submitted a total base bid of \$162,500, the second lowest bidder submitted a total base bid of \$220,519.23, the third lowest bidder submitted a bid of \$255,415, the fourth lowest bidder submitted a bid of \$267,400, the fifth lowest bidder submitted a bid of \$337,000 and the highest bidder submitted a bid of \$409,010. Jim Simoncelli Jr. stated that he met with Nancy Wagner and Clifford Cooper to discuss the next steps in the grant process.
- ii. Jim Simoncelli Jr. discussed in detail the two lowest bids with all commissioners. Jim Jr. explained that the apparent low bidder submitted an incomplete application and that they were missing very important information required to be submitted in the bid document.

b. Selection of Contractor

- i. Jim Simoncelli Jr. distributed Architect Clifford Cooper's letter of recommendation, which states that the apparent low bidder Integrated Building Services LLC, submitted an incomplete application therefore should be disqualified and that the second low bidder, JHS Restoration Inc., be awarded the contract.
- ii. Motion made by Barbara Spring to approve Clifford Coopers recommendation to disqualify the apparent low bidder Integrated Building Services LLC for submitting an incomplete application and approve Clifford Coopers recommendation to award the contract to the second low bidder JHS Restoration. Motion seconded by Tom McClintock. Motion passed.
- iii. Jim Simoncelli Jr. will send Integrated Building Services LLC a letter of disqualification stating the reasons their application was disqualified.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 1:44PM.

Respectfully Submitted,
Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority